



Job Ad

Organization:	Ministry of Northern Development, Mines and Forestry
Division:	Regional Economic Development Branch - Thunder Bay Area Team
Position Title:	NORTHERN DEVELOPMENT ADVISOR
Job Term:	1 Permanent
Location:	435 James Street South, Thunder Bay, P7E 6S7, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$1,357.45 - \$1,680.63 per week*
Posting Status:	Open
Job Code:	12124 - Industrial Development Officer 3
Schedule:	6
Category:	Consulting and Planning
Job ID:	36256

Here is your opportunity to contribute to the successful delivery of economic development in northern Ontario!

As a member of an integrated area economic development team, you will:

- provide advisory and consultative services to economic and social organizations, municipal leaders and businesses
- participate in the development, coordination and delivery of programs and initiatives in the north
- prepare briefing materials, reports and responses to inquiries from associations, stakeholders, the public and internal staff
- establish linkages and maintaining on-going relationships with stakeholders and other partners
- manage projects and undertake research and analysis

What we are looking for:

Mandatory:

- valid driver's licence and willingness to travel to remote areas that may be inaccessible by other means of transportation

Specialized knowledge:

- understanding of provincial and federal programs dealing with economic and community development as well as public sector organization, structure and processes

Communication, interpersonal and people skills:

- proven communication, facilitation, interpersonal, and customer service skills to work with individuals, businesses, groups and organizations

Project management skills:

- demonstrated leadership and project management skills in leading task teams, coordinating projects, conducting financial analysis and managing issues
- working knowledge of financial business planning, reviewing, and evaluating project applications

General skills:

- demonstrated research and analytical skills
- ability to work independently and participate on multidisciplinary teams
- proficiency with computers and software including word processing, spreadsheet, database, e-mail, and internet

Posting Date: Monday, April 18, 2011

Closing Date: Wednesday, May 4, 2011 11:59 pm EST

How to apply:

1. You must **apply online**.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Wednesday, May 4, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-ND-36256/11

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**

*Indicates the salary listed as per the OPSEU Collective Agreement.